

**POSITION VACANCY**

**TITLE:** Associate Director of Human Resources

**LOCATION:** Office of Human Resources

**REPORTS TO:** Director of Human Resources

**GRADE & HIRING  
SALARY RANGE:** 15 \$56,885 – 80,998

**WORK SCHEDULE:** Non standard; 35 hours per week

**SUPERVISES:** May supervise staff activities as they relate to areas of specialization.

**BASIC FUNCTION:**

To assist the Director with the administration of all aspects of the Community College of Rhode Island's human resources programs. To provide input toward strategic and programmatic leadership of the human resources function to enable CCRI to pursue its stated mission and goals. To assist the Director with the day-to-day activities of the office, and act as the department head in his/her absence. To research, develop, implement and/or coordinate College personnel programs regarding automated human resources information systems, classification and compensation, and training and organizational development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- With the Director, plan and administer policies relating to all phases of human resources activity. Identify legal requirements, contract requirements and government reporting regulations affecting human resources functions and ensure that policies, procedures and reporting are in compliance. Write and/or communicate directives advising department managers of new policies and/or changes in current policies.
- Direct and/or participate in new and/or existing human resources programs and activities. Prepare related research and information for planning and program development and improvement.
- Advise management in appropriate resolution of employee relations issues. Respond to inquiries regarding policies, procedures, and programs. Interpret and advise staff, faculty and administration regarding contract provisions contained within the various bargaining unit agreements, personnel policies of the State Board of Governors and the State Merit System Laws.
- Develop a communications strategy for HR programs and services.
- Develop, implement and evaluate a new employee orientation program. Schedule and present new employee orientation workshops as necessary. Work with other College departments to develop and present a coordinated and effective orientation experience.
- Address the training and organizational development needs of the college that align with the college's strategic plan. Research, develop and implement programs that enhance organizational effectiveness, develop employee skills and improve service. This includes opportunities for all levels of employees. Conduct and/or facilitate training.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):**

- As first contact for supervisors/employees regarding College training and development needs, respond to training inquiries and provide advice, guidance and active support.
- In accordance with the annual budget, organize, schedule and coordinate the provision of training courses, workshops and seminars; develop employment contracts for trainers and ensure proper payment.
- Develop outcomes-based training curriculum, program announcements, and record systems for all training and organizational development activities. Track and evaluate each training workshop's effectiveness and outcomes.
- Form partnerships with other institutions in order to seek economies of scale and cost sharing opportunities with regard to training and organizational development.
- With the Director, oversee the annual employee performance review processes. Make recommendations for process improvement.
- With the Director, oversee the annual salary adjustment process with appropriate CCR and State Offices. Remain informed on the status of staff, faculty and administration to ensure correct salary adjustment. Instruct State Information Processing Staff on the required programming changes and modifications as they relate to the implementation of salary increases.
- Maintain open communications and a strong working relationship with various departments within the State Division of Personnel Administration, State Controller's Office, Information Processing, and the Office of Higher Education, as well as all College departments to ensure the coordination of activities, as well as the timely and accurate processing of personnel actions.
- With the Director, coordinate and monitor the processing of information related to employment such as hires, promotions, transfers, leaves of absence, terminations and retirements.
- In the absence of the Director, represent organization at personnel-related hearings and meetings.
- Complete AAUP, IPEDS, EDUCOMP, HEITS and CUPA reports and related surveys. Complete compensation, benefits and organization development surveys as required. Conduct surveys as needed.
- Develop, implement and maintain web-based procedural and policy manuals, manager's toolbox and FAQ's web page.
- Design human resources databases and develop applications and reports that meet management information needs.
- Remain up-to date on college's Banner HR system. Design HR reports as needed using Discoverer.
- Collect, analyze and prepare occupational and employee information to facilitate the personnel, administration, and management functions of the College.
- In accordance with bargaining unit provisions and/or administrative policy, perform position audits for purposes of determining proper job classification; represent the Human Resources Department at union Appeals Committee hearings.
- Prepare job descriptions and specifications.
- Determine the placement of new faculty into rank and ensure internal equity.
- With the Director, administer the salary administration program for both biweekly and monthly payroll to ensure compliance and equity within organization. Monitor internal pay equity and external competitiveness.
- Represent the Director as assigned on committees.
- Other related duties as assigned.

## **LICENSES, TOOLS AND EQUIPMENT:**

Personal computer hardware and software including database management, word processing, spreadsheet and utility programs. Office equipment such as telephone, fax machines, copiers and calculators. Access to and use of own transportation.

## **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

## **QUALIFICATIONS:**

- Master's degree in related field required such as Business Administration, Public Administration, Labor Relations, Adult Education, etc.
- At least four years of experience working in the human resources field performing professional level classification, training and organizational development, and HR systems functions required, preferably at an educational institution.
- Experience with Sungard SCT Banner preferred.
- Solid experience in using MS Word, MS Access, PowerPoint, Excel and FrontPage. Discoverer report writing skills preferred.
- Strong interpersonal and communications skills essential.
- Knowledge and experience with State of RI Merit System policies and procedures desirable.
- Incumbent must be a self-starter, comfortable working in a busy, and time-deadline oriented office.

**APPLICATION PERIOD:                    May 14, 2006 - May 26, 2006**

Submit cover letter (refer to file #PE1519 and include the site/publication name where this posting was viewed), resume and the names, addresses and telephone numbers of three references postmarked no later than May 26, 2006, to:

**Office of Human Resources  
Community College of Rhode Island  
400 East Avenue  
Warwick, Rhode Island 02886-1807**

TTY: (401) 825-2313. Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties